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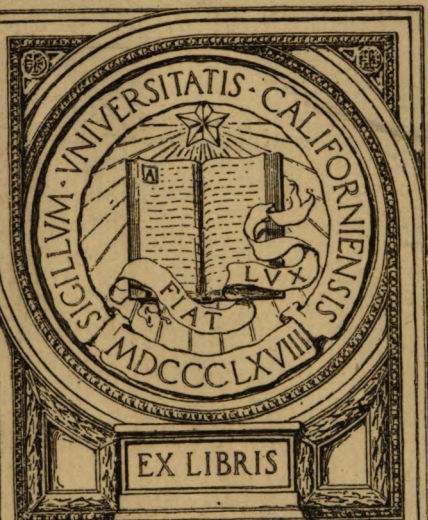
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INSTRUCTIONS
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WAR DEPARTMENT,
Washington, October 1, 1870.

The following extracts, from the report of a board appointed to examine into the methods of keeping the records and transacting the clerical business of the War Department, are published for the strict observance of the Bureaus and offices of the Department, from and after the 1st day of January next, and no departure from the system herein prescribed will be made without special authority. Application for information upon subjects referred to or omitted in this pamphlet, or for any special modification of its requirements, will be addressed to the Chief Clerk of the War Department.

WILLIAM W. BELKNAP,
Secretary of War.

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INSTRUCTIONS.

CLASSIFICATION OF OFFICE BUSINESS.

All the clerical business of an executive bureau, or military office, is comprehended within the terms, "letters received," and "letters sent;" and all action upon official papers is either of a record or executive character.

DEFINITION OF "LETTERS RECEIVED."

"Letters received" consist of written or printed communications coming into the bureau, whether in the guise of a formal letter, an indorsement upon a letter, a memorandum, a numbered or unnumbered circular, general or special order in any way relating to the business of the bureau, an unofficial or informal communication upon official matters, if it be necessary or proper to be recorded, a memorandum made in the office of any verbal communication of which a record should exist, and, generally, of any communication reaching the bureau to which future reference *may* become necessary or desirable.

DEFINITION OF "LETTERS SENT."

"Letters sent" consist of all communications of the foregoing character issued from the bureau.

RECEPTION AND DISTRIBUTION OF MAIL MATTER.

All communications received by mail or messenger should be opened, read, and pencil-marked for distribution to the proper officials by persons especially designated for the purpose, who should be familiar with the business of the bureau, and the particular duties of each of its officers and principal employes.

Such papers as are not of an urgent or special character should be folded, briefed, and recorded as herein described, after which they should be distributed for executive action as indicated by the receiver. Papers requiring immediate action should be briefed and recorded at the first opportunity.

The communications should be folded as nearly as possible to a uniform size, the standard being an ordinary-sized letter-sheet folded from bottom to top in three equal parts. Whenever a communication covers all sides of the sheet upon which it is written, leaving no room for briefing or indorsing, or where the paper cannot be folded to a proper size, a half-sheet of letter-size paper may be fastened to it; but in no case should any loose wrapper be placed around an official paper. Loose wrappers on which briefs, indorsements, or office-marks have been placed by officials not belonging to the War Department, should be fastened to the papers upon receipt in the bureau.

"BRIEFING" OF LETTERS RECEIVED.

A "brief" of every official communication received should be indorsed upon its first, or upper fold, exhibiting the place where the letter was written, the date of the communication, the name or official designation of the writer, or the title of the department, bureau, office, court, &c., whence the communication proceeds, and a synopsis of the contents or subject of the letter. Everything of importance should appear in the brief; but prolixity in the description of places, the titles and offices of persons, and in the summary of contents, should be avoided. For instance, in briefing communications from a large, well-known city, it is unnecessary to add the name of the State; in describing the writer, or a person named, no other titles and offices than those immediately concerned in the letter need be given; and dates, names, titles, and offices, or mere incidentals of no importance, should be omitted. In cases where the location of a person, office, or institution is permanent and well-known, or where location is of no importance whatever, the brief need only exhibit the date, name of writer, and purport of the letter.

Communications from official personages on matters relating to the business of their offices should not be briefed in their individual names, but either by their official titles, or the names of the offices of which they are in charge or in which they are serving. The annexed examples will serve to illustrate the proper method of briefing official communications.

Whenever the amount of business in a bureau is sufficient to warrant such a provision, a certain proportion of its clerical force should be habitually employed in briefing the communications received, thus insuring greater accuracy and expedition than could otherwise be secured.

No communication properly briefed should be again briefed in the same or any other office, upon any other fold of the paper; nor should any addition be made to a brief, except to correct errors or supply omissions.

Indorsements, reports, or letters, attached from time to time to the original communication, should not be regarded as requiring any additional briefing.

The date of receipt of each communication should be noted in ink near the bottom of the briefing fold.

RECORDING OF LETTERS RECEIVED.

When a letter received has been briefed, it should be entered in a record book kept for the purpose. The forms of the various record books for letters received are illustrated in the Appendix. The record books for the various descriptions of letters received should be classified as follows :

1. *Applications for office*, embracing all communications received from or relating to applicants for appointment or employment in the public service.

2. *Officers, agents, and employés*, embracing all communications received relating *individually* to persons employed in the public service by commission or appointment, under direction of the bureau, from their original entry into the service to their final discharge therefrom.

3. *Claims*, embracing all communications received relating to demands upon the United States for payment for supplies taken or furnished, and for services rendered : and for the restoration of private property taken or used by the Government or its officers.

4. *Contracts*, embracing all communications received relating to contracts or other agreements for supplies to be furnished, services to be rendered, or work to be performed on the public account.

5. *Accounts and returns*, embracing all communications received relating to the sums on deposit in the national treasury to the credit of the bureau, and of the amounts drawn therefrom to carry on the public service, and to the accounts and returns exacted from persons intrusted with or receiving public moneys for distribution or expenditure, or public property for use or issue to others ; including the accounts and returns themselves.

6. *General and miscellaneous*, embracing all communications received involving the issuance of suitable orders, instructions, and regulations for an efficient and economical administration of the public service ; the preparation, procurement, and distribution of suitable official and professional publications ; the preparation of yearly estimates of the sums required for the public service for the fiscal year ensuing ; the procurement of needed supplies for the public service, and their distribution to

the points where they are required for use or consumption; the creation, procurement, improvement, and preservation of necessary public buildings, grounds, and works; the disposition of surplus or unserviceable public property, and the preparation and submission of a yearly report of operations for the information of the proper authorities.

A record book for letters received should be large enough to contain the entries of one or more calendar years, but no such books should commence or terminate in any fractional part of a year.

Continuous numbers, beginning with the first and terminating with the last entry for a year, should be attached to the entries in the book, and placed upon the papers.

Communications should be successively entered in the order of their receipt; but if the daily number of such communications be larger than one clerk can enter, the record book should be divided into two volumes—odd numbers being attached to the entries in one volume, and even numbers to the entries in the other. If, as is contemplated, the work of the entry clerk be restricted to a simple entry of the paper, the placing of the entry number upon it, and notation in the book of the action taken upon the papers entered, no more than two volumes are likely to be required for any one of the six prescribed classes of record books; but such books can be divided into as many volumes as may prove to be necessary—each of the volumes being distinguished by a letter of the alphabet, which will also be noted on the papers entered in the volume. For instance, should it be necessary to divide the record book of "*general and miscellaneous letters received*" for the year 1871 into four volumes, the thirty-fifth paper entered in the third volume would be known as "35, C, 1871," which designation should be noted in colored ink above, below, or between the spaces of the brief of contents, accompanied by some simple indication of the bureau, such as A. G., P. M. G., Eng., &c. It will not be necessary to add any notation of the particular class of record book in which a paper has been entered, as the subject of the communication will be a sufficient indication to any person familiar with the classification of the record books, and all papers which do not manifestly belong to any other set of books will necessarily be entered in the "*general and miscellaneous*" books of record.

No communication should be recorded in more than one record book in the same bureau, unless more than one class of record business is involved in it, in which case entries of so much of its subjects and the action upon it as relate to other record divisions may be made in the books of those divisions, and proper notations thereof placed upon the paper.

No communication exhibiting the notation of a previous entry should be again entered in the same class of record books, unless, for special reasons, it becomes necessary or desirable to transfer a remote entry to one of current date. All indorsements, reports, remarks, or directions attached to a communication that has been entered, sent from, and returned to the bureau, should be regarded as a part of the original paper, and should not be separately recorded and numbered; and separate communications relating to one particular case, though independently recorded and numbered, should be collected and filed all together, both for the sake of convenience and to insure a full understanding of the case whenever taken up for action, notation being made on the subsequent papers, and against their entries in the record books, that they are filed with the first communication upon the case. Papers inclosed in a communication received should have a notation of the entry number assigned to such communication placed upon them, all useless fly-leaves being first taken off.

To insure proper indexing, a communication not received direct from the writer should be entered in the record book in the name of the last intermediate sender; the name of the writer then appearing in the body of the entry.

Should the number of cases falling under any one of the before-named classifications not justify their separation from the other records, that particular classification may be omitted, and the cases recorded under some other class. In the event stated, matters pertaining to classes 1, 2, 3, 4, 5 may be recorded in the same books as those of class 6.

EXECUTIVE ACTION UPON LETTERS RECEIVED.

When communications received have been entered in the proper record books, and the required notations have been made upon them, they are to be distributed throughout the bureau for executive action; pencil-memorandums of the distribution to be made in the record book at the time, and removed upon the return of the papers to the recorders.

The first executive action upon any case which has not manifestly arisen for the first time should be to ascertain from the records what has previously been done concerning it, and in all cases of importance inquiry should be made respecting the rules previously followed in similar cases.

Any information on the records of the bureau, or in possession of any official thereof, relating to a case, should be called for by the particular officer or clerk to whom it is referred for action, either verbally or by a written memorandum detached from the papers, and furnished in the same manner, no official reference or recording being necessary or de-

sirable in communications between subdivisions of the same bureau. Inquiries of an oft-recurring nature should, as far as possible, be made and answered upon printed forms prepared for office use, thus saving time and insuring the same amount of information in each case, independently of the memory of inquirer and searcher. These memorandum reports should be preserved for future reference, being placed in an indorsed envelope and filed with the papers in the case; but they should not be permitted to leave the bureau.

A report upon any case required by a superior official from one of his assistants in the bureau should generally be adopted and used by him so far as to place or found his own remarks and views upon it; but should the superior officer prefer that the report and remarks upon any case should appear wholly over his own name or signature, the report of the assistant should be regarded as a memorandum for the information of his chief, and should not be recorded or sent out with the papers in the case.

Correspondence between the bureaus of the War Department with other executive bureaus maintaining intimate official relations with that Department, and with the Department itself, the Army, and others, should, whenever convenient, expeditious, and proper, be conducted by indorsement upon the papers pertaining to the case under consideration; but if the record of a case in the entry book be not regarded as sufficient; if it is not considered advisable to intrust the papers or any part of the information contained therein to other parties; if it be more convenient, useful, and proper to communicate by letter, order, circular, or memorandum, or if any other good reason exist, a departure from this general rule is allowable.

When indorsements are used they should be written, successively, crosswise upon the folds of the communication, additional sheets of paper being pasted on as required, and suitable margins being left on each fold for the purpose. Reports and remarks of considerable length may be written on separate letter-sheets and fastened inside the communication, a note of the fact being made beneath the last indorsement. Simple references of papers by indorsement, as well as reference for "report" or "remark" only, should be made according to a set form of phraseology, to save the necessity of recording them at length in the books of letters sent.

Indorsements, as well as letters, addressed to public officers on the business of their offices, should designate them by their official titles rather than their individual names, as illustrated hereinafter.

Copies of original papers should not be unnecessarily multiplied.

Except in special cases, the record kept in the bureau of original papers temporarily or permanently sent out is sufficient for reference. Originals referred to other executive bureaus, and not likely to be sent away from the seat of Government, can always be referred to, or recalled if required. Full copies of all the papers in a case need not be made when partial copies or extracts, covering the particular points involved at that stage of progress, will answer the purpose as well, or when the case can be sufficiently presented in a letter framed from the original papers and unaccompanied by copies.

Copies of papers, as well as originals, should be written on both sides of the paper used, unless it is probable that the matter contained therein is to be printed.

Communications addressed to the bureau upon matters which do not fall within its jurisdiction should be recorded and referred to the proper office, no acknowledgment of the receipt of such communications from the writer being required except in special cases.

Communications apparently referred for disposition to the bureau by persons whose public stations render them liable to be addressed upon various subjects by various parties, and which communications do not in themselves appear to require any correspondence with the writers, are not of necessity to be acknowledged or replied to at length, except upon request of the forwarder, or unless it be manifestly proper to communicate with the forwarder upon the subjects concerned.

Acknowledgments of communications received need not be sent, except in special and important cases; nor need answer be made to communications upon matters which, since the date of the communication, and during its absence from the bureau, have been settled upon other papers, or otherwise.

Detached briefs, sometimes prepared by subordinates to save to their superiors the time and labor involved in the examination of a complicated case, set forth in numerous papers, should be terse and concise in language, informal in style, stripped of all mere verbiage, confined to the particular points of the case then before the bureau for action, and should not, except in special instances, be regarded as a part of the official papers or the permanent records, but filed as memoranda.

Whenever a case requiring action extends through several papers, the papers should, with the aid of an elastic band or office tape, be always so arranged by the clerks into whose hands they come for action as to present to view the briefs of writers and contents of the principal communications in the order of their dates, the inclosures pertaining to each

paper being contained within it, except such as it may be desirable to withdraw, indorse, and arrange among the principal papers.

Notations of the date or number of all letters, orders, circulars, memorandums, or other communications issued from the bureau, should be placed on the papers upon which such communications are based in small characters and in colored ink, upon the first or briefing fold of the paper, thus enabling an executive officer, or other person examining the paper, to see at a glance, or to ascertain, what action or attention the case has already received.

Communications referred by a superior to a subordinate officer, for such action as the subordinate may deem proper, do not require any formal indorsement or signature as authority for the latter to act upon them, but all instructions, calls for information, or information given, should be attested by the signature or initials of the superior officer or one of his assistants.

RECORDING OF LETTERS SENT.

A record book of letters sent, divided into as many volumes as may be necessary, should be kept in connection with the record books of letters received, in which should be recorded in full all communications issued from the bureau, except simple indorsements of reference for action, report, or remark, and regular series of orders, of which sets are separately kept on file. Should the business of any one class of records demand it, a separate book of letters sent may be kept for that class.

Such letters sent as are of a purely routine character and of frequent recurrence should be prepared upon printed forms, designated by numbers or otherwise, in which case only the manuscript portions of the letter, with the designation of the form affixed, need be recorded.

Brief descriptive headings should precede the entry of such indorsements as do not within themselves set forth the names of persons and things, or the subjects concerned, sufficiently for indexing purposes.

To facilitate the dispatch of business, either the first draught of a communication, duly corrected, or a rough or press copy of the signed communication, should be retained for entry in the book of letters sent, and, after being recorded, such draughts or copies can be filed within the letters received on which they are based, or preserved, if desired, in any other manner.

All names in the brief of an indorsement or report, or in the body of a communication, recorded in the letter book, which require to be indexed, should be underlined by the recorders.

The entry-marks of the letters received, upon which a communication issued from the bureau is based, should be noted in the margin of the record book of letters sent.

INDEXING.

A yearly alphabetical index should be kept up from day to day in connection with each record book of letters received and sent; but a separate index need not be kept for each volume of a book divided into volumes as before described. The index should contain the names of all persons and things appearing in the record book, as the writers, the receivers, or the subjects of the communications recorded therein, no name being entered more than once. Following each name in an index of letters received should appear the numbers of all communications received from or relating to the person or thing concerned, (space being provided for the purpose,) the numbers of the communications in which the name appears in the body of the letter, and not as the writer, being distinguished by the use of colored ink. In the indexes of letters sent the numbers should refer to the pages of the record book on which the communications are transcribed.

To facilitate searches for names under each letter of the alphabet, where the number of entries are great, the names may be arranged according to the first letter following the initial letter, under subdivisions corresponding with the five vowels of the alphabet.

A copious index of subjects of general interest, or involving principles applicable to similar cases likely to arise hereafter, should be compiled from individual cases after they have been recorded in the entry books and have received the action of the proper authorities. This index should extend to the business of the entire bureau, and should embrace the records of as many unbroken years as is consistent with convenience of size and handling. The design of this book of reference is to aid in securing uniform, just, and speedy decisions upon certain classes of cases of frequent occurrence, which might otherwise require, each of them, a lengthened search and study of principles, authorities, and precedents. Great care should be given to the preparation and keeping of this index.

Illustrative examples of the various kinds of indexes for record books of letters received are hereunto appended. These indexes should, when necessary, be kept by clerks especially assigned to that duty, to whom rough memorandums of names and entry numbers, in the order of their entry, should be handed by the recorders.

MEMORANDUM BOOKS.

Memorandum books, simple in design and inexpensive in character, may be used to aid in the dispatch of current business, or for ready reference to particular classes of information, but they should not be multiplied beyond strict necessity, allowed to accumulate in course of time, or permitted to absorb much of the clerical labor of the bureau; nor should they be regarded as a part of the permanent records, and no file-numbers or notations connected with such books should be placed upon official papers.

HANDWRITING AND WRITING MATERIALS.

No other writing fluids than good black and red inks should be sanctioned, and copying ink should be used only for letter-presses.

Handwriting in record books and on official papers should be plain and of good size, flourishing and ornamental writing being especially avoided and forbidden. Proper names should always be written with especial care.

BRIEFING.

CLASS 1.

JAMES W. SMITH,
First Lieutenant, 12th Infantry.

ASSISTANT QUARTERMASTER.

By Senator NEWTON, Indiana.
Representative SINCLAIR, Indiana.
Judge TRIMBLE, Indiana.
Ex-Governor OLDHAM, Maine.
General Richard TOMPKINS *et al.*

(Three inclosures.)

[NOTE.—To be indexed under name of applicant; also under Q—"Quartermasters."]

MORTON S. JONES,
Minnesota.

FORAGE MASTER, FORT PEMBINA.

By Captain PLATT, A. Q. M.
Hon. G. S. HUDSON.
Postmaster HILL.
Citizens and Merchants of Pembina.

[NOTE.—To be indexed under name of applicant and under F—"Forage Masters."]

CLASS 1.

B. FRANKLIN HALL,
Late Sergeant Massachusetts Volunteers.

CLERKSHIP, WAR DEPARTMENT.

By Senators and Representatives,
Officers of Regiment.
General LABAU, DEANE, *et al.*
G. W. SCHOULER, &c.

[NOTE.—To be indexed under H—"Hall,"
and C—"Clerkships."]

STEPHEN SHARPE,
New Hampshire.

COMMISSIONER, OHIO WAR CLAIMS.

By the Senators and Representatives,
United States Officers and principal
State Officers of New Hampshire.

[NOTE.—To be indexed under S and O.

CLASS 2.

TUSCALOOSA,
January 20, 1870.

ALABAMA, Western District of.
(United States Attorney.)

Requests that *Thos. H. Robinson*, Q. M.
agent at Selma, be sent to him as a witness in
case of "*The United States vs. Geo. Hayfield*
and others."

[NOTE.—To be indexed under A, R, and H.]

ALSATIA, WISCONSIN,
September 13, 1870.

NORTH-GERMAN CONSULATE.

Requests information concerning Private
William Schmid, Company F, 97th Massa-
chusetts volunteers.

[One inclosure.]

[NOTE. To be indexed under N and S.]

CLASS 2.

ST. LOUIS,
May 16, 1870.

SOUTHWEST, Department of.
(Medical Director.)

Recommends transfer of Major *Charles Fisher*,
Depot Commissary, to an eastern station, on
account of ill-health.

[NOTE.—To be indexed under S and F.]

FEBRUARY 15, 1870.

QUARTERMASTER GENERAL.

Recommends that Capt. *William S. Thompson*,
Post Quartermaster at Portland, Oregon, be
relieved by Capt. *Richard Belden*, A. Q. M.,
and ordered to report to the Quartermaster
General.

[NOTE.—To be indexed under Q, T, and B.]

CLASS 2.

OCTOBER 29, 1870.

JUSTICE, Department of.

—
Opinion on application of Surgeon *Thomas Swette*, U. S. Army, to be advanced in grade among the officers of his corps, that the applicant has no legal right to such advancement.
—

[NOTE.—To be indexed under J and S.]

APRIL 30, 1870.

CLAIMS, Court of.

—
Requests address of Chaplain *William Goddard*, 36th Rhode Island volunteers.
—

[NOTE.—To be indexed under C and G.]

CLASS 2.

NEW ORLEANS,
September 16, 1870.

LOUISIANA, State of
(Levee Commission.)

Resolution requesting assignment of Major
Lawrence W. Abbott, Corps of Engineers, to
the work at "Northwest Pass," on account
of his familiarity therewith.

[NOTE.—To be indexed under L—"Louisiana" and "Levee Commission," A, and N.]

FORT HUMBOLDT,
October 7, 1870.

NEVADA, District of
(Judge Advocate.)

Submits formal charges against Capt. *Lynza Bradford*, 46th Infantry, and recommends his trial by court-martial.

[NOTE.—To be indexed under N and B.]

CLASS 2.

CHEYENNE
March 7, 1870.

WYOMING, Governor of

Requests that Col. *Charles G. Gordon*, 15th Cavalry, be continued on duty in the Territory until Indian troubles are settled.

[NOTE.—To be indexed under W and G.]

FEBRUARY 29, 1870.

HOUSE OF REPRESENTATIVES.
(Committee on Reconstruction.)

Requests copy of report of Col. *Charles H. Lloyd*, U. S. Army, of his inspection tour in Alabama and Mississippi.

[NOTE.—To be indexed under H—"House of Representatives," R—"Reconstruction Committee," L, A, and M.]

CLASS 2.

BOSTON,
August, 3, 1870.

ATLANTIC STEAMSHIP COMPANY.

Reports improper conduct of *John Smith*,
clerk in Equipment Office, on steamer "Crystal
Wave," July 27, 1870.

[NOTE.—To be indexed under A and S.]

JULY 19, 1870.

HENRY W. JOHNSON,
First Lieutenant 6th Artillery.

PHILIP J. STETSON,
First Lieutenant 12th Cavalry.

Apply for exchange of regiments after 1st of
September next.

[NOTE.—To be indexed under J and S.]

CLASS 3.

TERRITORIAL STAGE COMPANY,
Atchison, Kansas.

Claim for horses impressed by United States
military authorities during late war.

[Six inclosures.]

[NOTE.—To be indexed under name of the
company only.]

JOSEPH SLAUGHTER,
Bullock County, Georgia.

Additional evidence in claim for beef-cattle
taken for United States Army during the war,
presented by *Littleton & Cooke*, Washington.

[NOTE.—To be indexed under name of
claimant.]

CLASS 3.

KNOXVILLE, City of,
North Carolina.

Application for restoration of *City Armory*,
captured during late war.

[NOTE.—To be indexed under K—"Knox-
ville," and A—"Armory."

INTERNATIONAL TRADING CO.,
Charleston.

Claim for cotton seized at Columbia and sold
by the United States.

[Three inclosures.]

[NOTE.—To be indexed under name of the
company, I, and place of capture, C.]

CLASS 3.

DR. JAMES WILSON YOUNG,
Allentown, Illinois.

Claim for medical services rendered at recruiting rendezvous before appointment in the medical staff; referred for remark by Senate Committee on Claims, Dec. 16, 1870.

[NOTE.—To be indexed under Y, S.—"Senate," and C.—"Claims Committee of Senate."]

MOORE & SKINNER,
Laporte, Minnesota.

Petition for additional allowance on contract for improvement of the *St. Joe Rapids*; referred by House Committee on Commerce, March 21, 1870.

(Two inclosures.)

[NOTE.—To be indexed under M.—"Moore & Skinner," S.—"Skinner & Moore," and "St. Joe Rapids," H.—"House of Representatives," and C.—"Commerce Committee."]

CLASS 3.

MISSOURI CAVALRY, Fourth Regiment

Information relative to claim for veteran bounty; called for by House Resolution, July 14, 1870.

[NOTE.—To be indexed under M.—"Missouri Cavalry," H.—"House of Representatives," and R.—"Resolutions of Congress."]

"BOONETOWN WEEKLY,"
Moore & Barton, proprietors.

Account for job printing for the military service in 1863.

[One inclosure.]

[NOTE.—To be indexed under name of journal, B, and names of proprietors, M and B.]

CLASS 3.

MRS. ELIZABETH JAMISON,
Rocky Creek, Virginia.

Claim for damages to property by United States troops referred by *Third Auditor* for information, Sept. 3, 1870.

[NOTE.—To be indexed under J and A—
"Auditor, Third."]

THOS. J. SINGLETON, Heirs of,
Marshville, Louisiana.

Attention called to claim for rent of buildings occupied by United States, by Hon. R. J. *Scudder*, M. C., Feb. 17, 1870.

[NOTE.—To be indexed under name of claimant and presenter of claim.

CLASS 4.

NEW YORK,
January 10, 1870.

GORDON IRON-WORKS COMPANY

with

Colonel *Stuart Thornton*, Corps of Engineers.

Contract for steam-dredge for western rivers.

SELMA, ALABAMA,
July 23, 1870.

DR BEVERLY FORD

with

Surgeon *Chas. Johnson*, U. S. A.

Contract for medical services for the garrison at Selma till December 31, 1870.

CLASS 4.

BALTIMORE,
April 15, 1870.

SUNDRIES

to

Captain *Samuel Wilcox*, C. S.

Purchases of canned fruits and vegetables
for sales to the army.

FORT BARKER, IDAHO,
May 17, 1870.

JOHN TAYLOR & SON

with

Captain *Gillet M. Noyes*, A. Q. M.

Contract for transportation of military stores
from Fort Barker to Camp McKelvey, Montana.

CLASS 4.

WASHINGTON,
June 20, 1870.

BROWN & SIMS

with

Richard Layton, disbursing clerk.

Contract for stationery for next fiscal year.

LAWTONVILLE, FLORIDA,
March 14, 1870.

THOMAS GREENFIELD

to

Lientenant *Gerald Reilly*, A. C. S.

Purchase of anti-scorbutics for the expeditionary force employed against Indians.

CLASS 4.

FORT CARTER, NEBR.
October 10, 1870.

GEO. RUSSELL & JAS. S. TOWERS

with

Lieutenant *Sinclair Jackson*, A. C. S.

Contract to purchase hides of beef-cattle
slaughtered at the post or in the vicinity.

FORT MARION, KANSAS.
March 14, 1870.

RICHARD SALTER & JOHN ROHR

with

Captain *Joseph Simpson*, A. Q. M.

Contract for lumber, brick, and stone for
quartermaster's storehouses.

CLASS 4.

LITTLE RAPIDS, WIS.,
September 19, 1870.

RANSOM, Major *George H.*,
Corps of Engineers.

Reports delinquency of *Hardy & Sadlier*,
contractors for blasting-work, and recommends
that suit be brought on their bond.

NEW YORK,
August 31, 1870.

STEAM COASTING CO.

and

PACIFIC TRANSPORTATION CO.

Give formal notice that existing agreement
for transportation of troops and stores will be
terminated September 30, 1870.

CLASS 4.

JUNCTION CITY, KANS.,
May 31, 1870.

JOSHUA RIDER AND J. S. HILL.

Proposal for supplying coal and wood to the
quartermaster's department in Kansas.

PARIS, *June 27, 1870.*

FRANÇOIS BELLOTÉ.

Offers to furnish desiccated vegetables and
concentrated meats for use of the Army.

LIBRARY
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CLASS 5.

JUNE 25, 1871.

TREASURY DEPARTMENT.

Warrant for appropriations of the War Department for the fiscal year 1871-'72.

Received, Q. M. G. O., June 29, 1870.
Received, A. G. O., June 27, 1870.
Received, War Dep't, June 26, 1870.

NASHVILLE.
September 1, 1870.

SOUTHWEST—Military Division.
(Chief Commissary Sub.)

Estimate of subsistence funds for fiscal year 1871-'72.

[Three inclosures.]

Received, O. C. G. S., Sept. 5, 1870.

CLASS 5.

FORT JOHNSON, WYOMING,
February 8, 1870.

RICHARDS, Lieutenant *William G.*,
(Post Commissary.)

Account current for January, 1870.

[Seventeen inclosures.]

Received, O. C. G. S., February 20, 1870.

NEWPORT BARRACKS, KY.,
June 30, 1870.

LESLIE, Captain *Hamilton*,
(36th Infantry.)

Property return of detachment of recruits
en route from Newport Barracks to Santa Fe
for 2d quarter, 1870.

[Nine inclosures.]

Received, Q. M. G. O., July 6, 1870.

CLASS 5.

ST. LOUIS,
May 27, 1870.

LANGDON, Captain *Beverly T.*,
(Medical Storekeeper.)

Certificate of deposit for \$327.49, on account
of sales of medical and hospital property.

[One inclosure.]

Received, S. G. O., May 30, 1870.

WYANDOTTE, KANSAS,
February 28, 1871.

YOUNG, *Grandison W.*,
(late 1st Lieutenant 23th Infantry.)

Incloses receipt of Captain *Manuelli Stockton*,
A. Q. M., for \$72.63 deposited in settlement of
his accounts with the Government.

[One inclosure.]

Received, Q. M. G. O., March 6, 1870.

CLASS 5.

MAY 14, 1870.

ADJUTANT GENERAL.

General Orders No. 60, directing that property returns, except for provisions, be hereafter rendered quarterly, instead of monthly.

Received, O. C. G. S., May 18, 1870.

JUNE 16, 1870.

ADJUTANT GENERAL.

General Orders No. 73, prescribing method of accountability for quartermaster's property, for post and garrison use, in charge of the guard.

Received, Q. M. G. O., June 18, 1870.

CLASS 5.

FORT LEAVENWORTH,
September 30, 1870.

DIXON, Lieutenant *Thomas Z.*,
R. Q. M., 11th Cavalry.

—
Explanations and additional vouchers for file
with his money accounts for July, 1870.
—

[Eleven inclosures.]

PINE BLUFF, ARK.
October 3, 1870.

MELVILLE, *Robt. Quincy*,
(late Paymaster of Volunteers.)

—
Applies for settlement of his accounts under
act of Congress of June 23, 1870.
—

[Twenty-three inclosures.]

Received, P. M. G. O., October 13, 1870.
Received, A. G. O., October 10, 1870.

CLASS 5.

JANUARY 27, 1870.

TREASURY DEPARTMENT.

Reports that remittances have been made to
Major *Thomas Lincoln*, Engineers, for \$5,600,
and *James R. Hewlett*, engineer agent, for
\$480.50.

Received, Eng. Bureau, January 29, 1870.

NEW ALBANY, IND.,
February 29, 1870.

JENKINS, Captain *B. F.*,
Depot Quartermaster.

List of quartermaster's property sold by auc-
tion on the 24th, 25th, and 26th instant.

Received, Q. M. G. O., March 3, 1870.

CLASS 5.

Inventory and Inspection Report

of

COMMISSARY PROPERTY

for which

Lieutenant JOS. G. GOODWIN,
57th Infantry,

is responsible.

Inspected at *Camp Garnett, Nev.*, on *August*,
29, 1870.

Received, O. C. G. S., September 25, 1870.

SAN ANTONIO, TEXAS,
July 17, 1870.

FRONTIER, Department of the

States, in reply to letter of June 29, that a board of survey is now investigating the loss and damage of ordnance stores turned over by Captain *Thos. Edwards*, Ordnance Corps, to Lieutenant *Evan Bradbury*, Post Quartermaster at Austin, for transportation to Lieutenant *Duncan McBride*, Ordnance Officer at Hunter Barracks.

CLASS 6.

FORT MUMFORD, KANS.
March 8, 1870.

CAVALRY, 12th Regiment.
(Commanding Officer.)

Reports necessity for return of some of the detached officers of his regiment before active operations begin.

[NOTE.—To be indexed under C—"Cavalry, 12th Regiment," and D—"Detached officers of 12th Cavalry:"]

NORTH PLATTE CITY, NEBR.
April 14, 1870.

PLATTE, Sub-District of.

Reports boundaries of *Fort Blairdell Military Reservation*, and recommends that it be officially declared.

[Two inclosures.]

[NOTE.—To be indexed under B—"Blairdell, Fort Military Reservation," and P—"Platte, Sub-District."]

CLASS 6.

MAY 29, 1870.

FORT MURRAY, Post of.
(Commanding Officer)

— — —
Reports conference with "Buffalo Horn"
and other Indian chiefs at that post.
— — —

[NOTE.—To be indexed under B—"Buffalo Horn;" I—"Indian conference at Fort Murray," and M—"Murray, Indian conference at Fort."]

BOSTON,
October 9, 1870.

FORT ANDREW, Post of.
(Post Quartermaster.)

— — —
Requisition for stoves for use of the garrison.
— — —

[NOTE.—To be indexed under A—"Andrew, Fort;" R—"Requisitions for Q. M. stores," and S—"Stoves."]

CLASS 6.

WASHINGTON,
September 30, 1870.

RECORDS OF WAR DEPARTMENT,
(Board.)

Report and recommendations concerning
records and business of War Department and
Bureaus.

[NOTE.—To be indexed under B—"Board
on Records, &c.;" R—"Records of War De-
partment," and W—"War Department, Board
on Records, &c."]

ST. LOUIS,
May 18, 1870.

TACTICS AND SMALL-ARMS,
(Board.)

Report on breech-loading small-arms for
infantry, cavalry, and artillery.

[NOTE.—To be indexed under B—"Board
on Small-arms" and "Breech-loading Small-
arms;" S—"Small-arms Board," and T—
"Tactics and Small-arms Board."]

RECORD BOOKS.

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APPLICATION BOOK.

File No.	Name.	Rank or residence.	Date of application.	Appointment desired.	By whom recommended.	Remarks.
347	Smith, John S.....	New York City.....	Jan. 14, 1870	Messenger.....	Hons. Thomas Brown, Joseph Street, Colonel Fletcher, Major Gale, and other officers of 72d Rhode Island volunteers.	Withdrawn in person Mar. 11, 1870.
348	Barclay, Hon. W. D....	Michigan.....	Mar. 7, 1870	Commissioner New Jersey war claims.	Gov. Lytton, Senator Long, Judge Richards, and Geo. J. Smart.	Filed with appointment, 698 of 1870.
349	Tarleton, Robert J....	1st Lieut. 26th Inf..	Sept. 9, 1870	Quartermaster, Commissary, Paymaster.	Generals Jones, Taylor, Bishop; Senators Pettit and Lyons; Rep's Farwell, O'Bryan, and others.	For "special attention" when vacancy occurs.
350	Crywell & Sons.....	Philadelphia.....	Nov. 11, 1870	Government auctioneers.	Col. Randolph, Captain Jenkins, prominent merchants, and others.	Called for by War Dept. Dec. 10; received back Dec. 23; returned to War Dept. Dec. 28. (L. B., p. 379;) receiv'd back Dec. 31. Letter to applicants Jan. 4.
351	Munson, Jos. L.....	Omaha.....	Dec. 3, 1870	Post-trader, Fort Wolford, W.T.	Senators and representatives of State; Delegate Ransom, Wyo.; commander and officers of posts.	Appointed for Fort Wilson Dec. 30; filed with 473 of 1870.

NOTE.—Applications only should be entered or retained on this book. The papers of an applicant receiving an appointment should be withdrawn and filed with, or entered under, the order or notice of appointment in the entry book of Class 2. Applications for office need not be entered in any other book of letters received.

RECORD BOOK—LETTERS RECEIVED.

Date of receipt and file number.	Name of writer.	Date and purport of communication.	Action.
January 3 (14)	War Department	JANUARY 2 Refers application of <i>Jas. Thomson</i> , late captain 40th Delaware volunteers, for revocation of order of dismissal.	J. A. G. remark, Jan. 4; returned Jan. 11; Third Auditor, Jan. 17, (L. B., p. 79;) received back Jan. 21; Q. M. G. report, Jan. 25; returned Feb. 1; Secretary of War, Feb. 11, (L. B., p. 183;) received back Feb. 25. See S. O. 48, par. 3, 1870.
January 4 (15)	Dalton, Captain Richard, Corps of Engineers.	FORT MOULTON, January 1. Acknowledges receipt of extract from report of Colonel <i>Gra. W. Lawson</i> , 58th infantry, on unfitness of the work for quartering troops, and states what modifications can be made without impairing the defensive qualities of the fort.	Q. M. G., Jan. 5, (L. B., p. 39;) returned Jan. 14; Chief of Ordnance, Jan. 18; received back Jan. 23; A. G., Jan. 29, (L. B., p. 56;) returned Feb. 4. Filed with 579 of 1869.

NOTE.—This form of book to be used alone in Classes 2 and 6, and in connection with other books of letters received in Classes 3, 4, and 5; ample space should be left between the entries for all probable future notations of action taken.

CLAIMS.—LETTERS RECEIVED.

Date of receipt and file number.	Name of claimant or writer.	Date and subject of claim or letter.	Action.
January 17.... (47)	Baldwin & Marshall.	DETROIT, January 13. Ask if the law concerning balances of appropriations is held to debar the payment of their recently-allowed claim.	Secretary of War, Jan. 18; returned Jan. 21; answered Jan. 23, (L. B., p. 63;) Third Auditor, for file with papers in claim, Jan. 22.
January 23.... (48)	Ocean Navigation Co.	NEW YORK, January 21. Claim for services rendered by steamship <i>Schooling Star</i> to United States steam transport <i>Roanoke</i> , off Cape Hatteras, in 1865.	See page 46, Claims Register, 1870.
January 29.... (49)	State Department....	JANUARY 28. Refers communication of <i>Reginald Hopwood</i> , of England, asking instructions as to the manner of presenting a claim for damage to his property in Tennessee during late war.	Q. M. G. report, Jan. 29; received back Jan. 31; A. G. report, Jan. 31; returned Feb. 5; applicant answered Feb. 6, (L. B., p. 121;) filed with 328 of 1868.
February 6.... (50)	Friedrichs, Carl H., late Captain 63d Wisconsin Volunteers.	TRUTONIA, WIS., January 15. Claim for pay while out of service by summary dismissal.	See page 79, Claims Register, 1870.

REGISTER

File No.	Auditor's number.	Name of claimant.	Residence.	Nature of claim.	By whom presented or referred.
276	1342	Territorial Stage Co.	Atchison, Kans.	Seizure of horses	Third Auditor ..
293	Slaughter, Joseph..	Bullock Co., Ga.	Beef cattle.....	Littleton & Cook, Washington.
314	International Trading Co.	Charleston, S.C.	Cotton sold by Government.	Thomas L. Atkins & Co.
325	1482	Singleton, heirs of T. J.	Marshville, La.	Rent of buildings at New Orleans.	Hon. R. J. Saunders, M. C., and Third Auditor.
348	Missouri, 4th Cavalry	Veteran bounty.	Adjutant General of Mo.
369	1763	Morton and Perkins.	Bartonville, N.J.	Compensat'n for non-fulfillment of contract for Army clothing.	Second Comptroller.
386	Knoxville, City of..	North Carolina.	Restoration of armory.	General Joseph R. Preston.

NOTE.—All claims and communications relating to claims, or on the subject of numbers assigned to them. Then such claims as require the administrative action of letters received to the pages of this book on which the claims can be found. The numbers those of the settlement certificates issued in cases settled at the Treasury. communications, should be noted in the book of letters received. This book need not sufficient.

OF CLAIMS.

When received.	Amount claimed.	Amount allowed or recommended.	Action, disposition, and remarks.
Jan. 27, 1870	\$14,982 70	\$9,450 25	Chief Q. M. Dept. West, Feb. 4, (L. B., p. 43;) received back Mar. 18; A. G. for information from records Army of the Frontier, April 11; returned April 18; Secretary of War, May 23, (L. B., p. 218.)
Feb. 14, 1870	1,476 85	1,476 85	Additional evidence required Feb. 29 (L. B., p. 67;) evidence received Mar. 27; Chief C. S. Southern Dept., April 21, to investigate loyalty; report received May 16; A. G. for address of Lieut. Philip Clayton, 63d Ky. Vols., May 30; Letter to Lieut. Clayton June 24, (L. B., p. 118;) Third Auditor for settlement Aug. 19.
Mar. 3, 1870	72,813 00	-----	Papers withdrawn by attorneys May 3 for presentation to Ct. of Claims. See 643 of 1870.
Mar. 31, 1870	427 37	-----	Returned to Auditor April 14, (L. B., p. 78.)
May 26, 1870	-----	-----	Secretary of War with report, July 9, (L. B., p. 246;) received back with report of P. M. General, Sept. 23; copies to House Military Committee, Dec. 19.
July 19, 1870	26,047 32	5,000 00	J. A. General, Aug. 2, (L. B., p. 276;) received back Sept. 3; Secretary of War, Sept. 9; request for \$10,550.25 issued on settlement 1763, Oct. 15.
Sept. 26, 1870	-----	-----	C. O. Dept. of Southwest report, Nov. 7; received back Dec 16; application refused Jan. 8, 1871, (L. B., p. 16.)

claims, should be entered in a book of letters received, of the ordinary form, and file the Bureau should be set forth in this book as above, and a reference made in the book file-numbers illustrated here are those of the letters-received book; the Auditor's The action on all claims not required to be spread on this book, and on all other be indexed, as the index to the first entry of the cases in a book of letters received is

CONTRACT LETTERS RECEIVED.

Date of receipt and file number.	Name of contractor or writer.	Date and subject of contract or letter.	Action.
March 14 (74)	Bloomington Arms Company.	KINGS CROSS, MASS., <i>March 12.</i> Offer to purchase 10,000 <i>Springfield</i> muzzle-loading rifles at appraised value.	C. O. Springfield Armory remark, March 15; returned March 19, and offer declined March 20, (L. B., p. 347.)
May 27 (75)	Slaughter, James G.	APRIL 10. Contract for <i>beef-cattle</i> at <i>Fort Fossil</i> with Captain <i>Thomas L. Wyatt</i> , C. S.	See page 96, Contract Register, 1870.
June 3 (76)	Engineer Bureau	JUNE 2. Refers proposal of <i>William Hammersmith & Co.</i> to attach their patent <i>gun-shield</i> to the fortifications of the United States.	
June 29 (77)	Stansbury, Capt R. T., Post Q. M.	OMAHA, <i>June 24.</i> Reports purchase of <i>fire extinguishers</i> for the Q. M. Department at Omaha and Cheyenne from <i>Randall Fire Extinguisher Company</i> .	See page 137, Contract Register, 1870.
July 14 (78)	Campbell & Bell.	PITTSBURGH, <i>July 11.</i> Proposal for furnishing iron <i>head-blocks</i> and <i>iron railings</i> for the national cemeteries.	Inspector national cemeteries remark, July 15; received back July 27; answered July 30, (L. B., p. 465.)

REGISTER OF CONTRACTS AND PURCHASES.

[For continuation of this table see pages 56 and 57.]

File number.	Name of contract or seller.	Place of delivery, performance, or sale.	Name of contracting officer.	Rank or office.
72	Winfield & Bro..	Baltimore	Fr. Skinner.....	Capt. and C. S.....
79	Atlantic Steamship Company.	New York.....	Jas. W. Pringle ..	Major and Q. M.
83	Wisewell & May.	Philadelphia...	Chas. J. Huntington.	Medical Purveyor ..
96	Jefferson Adams.	Cold Run.....	Wm. T. Varley ..	Lieut. of Ordnance..
104	Benj. Van Dyke..	Boston	Rich'd A. Simms	Lieut. and Sig. Off'r
123	Patrick O'Hagan.	Chicago	Ewing Preston ..	Capt. 29th Inf., R. O.
156	John Burley	Ft. Barker, Tex.	Sam'l S. Ferriss..	Lieut. 11th Cavalry, Post Commissary.
178	Dater & Timpson.	Washington ...	Thos. Fosdick ...	Disbursing clerk ...
187	National Submarine Company.	Devil's Pass, La	Everton Giles....	Lieut. Col. Engineers
198	Vulcan Iron Co...	Pittsburg.....	Clayt'n Hotchkiss.	Major of Ordnance..

NOTE.—Contracts, reports of purchases, proposals, and offers will be entered in a book of letters received of the ordinary form, and a file-number assigned to each. Contracts and purchases will then be set forth on this book, and a note made opposite their entry in the letter book, showing on which page of this register they are to be found. Contracts and purchases should be recorded briefly in the book of letters received, but proposals and offers should be stated sufficiently at length to afford an index of the articles and services proposed or offered. The two record books can be used in determining values at any time and place. The file-numbers used on this register should be those of the first entry of the papers.

REGISTER OF CONTRACTS

[For beginning of table and

Date of contract or purchase.	Period.	NATURE OF CONTRACT OR PURCHASE.			
		Articles or services.	Quantities or time.	Price.	
Jan. 11, 1870		Canned peaches	2,500 cans	12	1/2
June 15, 1870	1 year from July 1, 1870.	Transportation New York to New Orleans	Per ton	7	10
		Mobile	Per cub. yard	5	75
			Per ton	25	25
			Per cub. yard	60	60
July 17, 1870		Hospital knapsacks.	150	14	50
Aug. 23, 1870	3 years from Sept. 1.	Superintendent gun found'y	Per annum ..	4,600	00
Sept. 9, 1870		Telescopes	12	25	00
Sept. 16, 1870	Indefinite...	Cooked rations for recruits.	Per ration		28
Oct. 10, 1870		Beef cattle	700 head		7
		Fresh beef	3,500 pounds		11
		Hay	75 tons	18	00
		Corn	375 bushels		62
June 30, 1870	1 year	Stationery			
May 14, 1870		Removal of rock	Per cub. yard	1	85
Aug. 10, 1870	6 months.....	20-pd. breech-loading gun.	Per pound		12

AND PURCHASES—Continued.

explanatory note see page 55.]

Date of transmittal to Treasury Department.	Action and remarks.
-----	Returned to officer for size of cans January 15; received back January 27.
July 10, 1870	Returned to officer for amendment of certificate of responsibility of sureties June 27; received back July 6.
Aug. 4, 1870	Contract terminated September 16, and new contract made for improved knapsack at higher price, (L. B., p. 347.)
Nov. 16, 1870	
-----	Returned to Lieutenant Simms September 18, to report authority for purchase; received back September 25; Secretary of War, September 28, (L. B., p. 279;) returned September 30; letter to Lieutenant Simms October 2, (L. B., p. 323.)
Sept. 27, 1870	
Oct. 31, 1870	Returned to officer for verbal amendment October 20; received back October 29.
July 3, 1870	Annulled for violation of terms October 24, 1870, (L. B., p. 286;) revival refused November 10, (L. B., p. 365.) Prosecution for non-fulfillment recommended August 27, (L. B., p. 432;) compromised September 19, (L. B., 510;) papers sent to War Department November 29; see 276 of 1870.
June 16, 1870	
Aug. 27, 1870	

GENERAL AND MISCELLANEOUS LETTERS RECEIVED.

58

Date of receipt and file number.	Name of writer.	Date and subject of letter.	Action.
September 30... (561)	Northwest Mil. Div'n, Commanding officer.	<p>SEPTEMBER 20, 1870.</p> <p>Reports on Indians, post traders, means of transportation, subsistence stores, quarters, need of recruits, &c., in his command, as observed during his recent inspection tour, and submits recommendations.</p>	<p>Extracts for Interior Department, War Department, Q. M. Gen'l, C. G. Sub., Surg. Gen., Supt Reet'g Service, Oct. 5, (L. B., pp. 249-286.) Copy to Secretary of War for House Committee on Military Affairs, Dec. 27.</p>
October 15..... (562)	Adjutant General.....	<p>OCTOBER 14, 1870.</p> <p>Refers requisition of Captain <i>Semuel Wilkins</i>, Company H, Ninth Artillery, for ordnance stores.</p>	<p>Letter to C. O., Allegheny Arsenal, Oct. 16, and to Captain Wilkins, (L. B., p. 363.)</p>
October 23..... (563)	Post Office Department.	<p>OCTOBER 22, 1870.</p> <p>Refers, for remark, petition of officers and men at <i>Fort Grayson</i>, Texas, for increased mail facilities.</p>	<p>A. G. remark, October 24; returned Oct. 26; Q. M. G. report, Oct. 27; letter to P. M. G. Oct. 28.</p>
November 10... (564)	Cavalry School, Commandant.	<p>NOVEMBER 1, 1870.</p> <p>Report of trials of <i>Pringle's cavalry-bat</i>.....</p>	<p>Referred to Q. M. G. Nov. 12; returned Nov. 15; letter to Pringle Nov. 18, (L. B. 638.)</p>

RECORD BOOK—LETTERS SENT.

<p>Henry, Hon. Thos. J., Louisville.</p> <p>437 (W. D.) 1870. 683 (W. D.) 1870.</p>	<p>WAR DEPARTMENT, June 16, 1870.</p> <p>SIR: I am directed by the Secretary of War to inform you, in reply to your letter of the 12th instant, that the application of Mrs. <i>Rebecca Harrison</i>, of Bentville, for the discharge of Corporal <i>Joseph Brown</i>, Co. M, 27th Infantry, has been duly considered by the Department, and that the same cannot be granted without prejudice to the public interests.</p> <p>Very respectfully, your obedient servant,</p> <p>_____ <i>Chief Clerk.</i></p>
<p>Wyoming, Gov'r of.</p> <p>79 (A. G. O.) 1870.</p> <p>See page 139.</p>	<p>Indorsement on application for continuance of Col. <i>Chas. G. Gordon</i> in that Territory.</p> <p>Respectfully referred by the General of the Army to the Commander of the Mil. Div. of the West, with authority to grant this application, if deemed compatible with the interests of the service and regarded as advisable in other respects.</p> <p>_____ <i>Ass't Adj't Gen'l.</i></p> <p>A. G. O., March 14, 1870.</p>
<p>Wilkins, Geo. B., 1st Lieut. 12th Inf'y.</p> <p>63, 85 (Q. M. G.) 1870.</p> <p>Sec'y of War approved, May 20.</p> <p>See page 435.</p>	<p>REPORT:</p> <p>The case of this officer is respectfully submitted to the Quartermaster General, with the report that it appears * * * * *</p> <p>It is recommended that * * * * *</p> <p>_____ <i>Major and Q. M.</i></p> <p>Q. M. G. O., May 18, 1870.</p>
<p>Engineer Officers.</p> <p>743 (Eng.) 1870.</p>	<p>OFFICE CHIEF OF ENGINEERS, June 27, 1870.</p> <p>CIRCULAR:</p> <p>It is ordered by the Chief of Engineers that in future all estimates for funds forwarded to this office * * * *</p> <p>_____ <i>Capt. of Eng'rs, B'v't Lt. Col.</i></p>
<p>Cavalry, C. O. 12th Reg't., Fort Richardson, Texas.</p> <p>467 (Ord.) 1870.</p> <p>See page 296, Vol. I, 1869.</p>	<p>ORDNANCE OFFICE, August 14, 1870.</p> <p>SIR: The Chief of Ordnance requests * * * * *</p> <p><i>Sharp's Breech-loading Carbine</i> * * * * *</p> <p>Very respectfully, _____, <i>Major of Ordnance.</i></p>

**OFFICE-MARKS, INDORSEMENTS, OFFI-
CIAL ADDRESSES, INDEXES.**

746 (Eng.) 1870.

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(Three inclosures.)
FILE WITH 549 OF 1869.

Ans'd June 26, 1870.

See letter to June 30, 1870.

Copy of this, and answer of June 26, 1870,
furnished to July 18, 1870.

Submitted personally to the
August 27, 1870, and action deferred.

See letter to the
Sept. 19, 1870.

S. O. 316, par. 3, Oct. 20, 1870.

Received, Eng. Bureau, June 21, 1870.

III.

746 (Eng.) 1870.

Extract, as indicated by red ink brackets
within, furnished to July 18, 1870.

[NOTE.—Inclosures should always be num-
bered in the order of their date, or in the order
in which they should be read.]

ILLUSTRATIONS OF MEMORANDUM—ENVELOPES AND INDORSEMENTS.

ENVELOPE.

..... (A. G.) 187..

Case of.....

.....

.....

OFFICE MEMORANDA, BRIEFS, AND RE-
PORTS.

Not to be taken from the files except for reference,
and not to be sent out of the office.

Respectfully referred by the Department Com-
mander to the Commanding-Officer of the District of
the Plains, with directions to order a full investiga-
tion into the circumstances set forth herein by a com-
petent staff officer serving in his command, whose re-
port shall be forwarded to these headquarters accom-
panied by these papers.

Act'g Asst. Adjt. Gen'l.
H'dq'rs Dept. of the West, Sept. 29, 1870.

See report within.

Respectfully forwarded to Headquarters Military
Division of the Northwest.

Br'g. Gen'l Com'g.
H'dq'rs Dept. of the West, Oct. 14, 1870.

Respectfully returned by the Division Commander
to the Commanding-Officer of the Department of the
West. It is not deemed necessary or proper to apply
to Headquarters of the Army, as recommended, for
authority to establish a permanent military post at
Whitestone Crossing, but suitable detachments of
cavalry and infantry should be sent there next spring,
to remain till the following winter, and the post quar-
termaster at Fort Wilson should be directed to for-
ward requisitions for the necessary materials to pro-
vide them with temporary quarters. Suitable reports
of the operations of these detachments are to be for-
warded for the information of these headquarters.

Asst. Adjt. Gen'l.
H'dq'rs Mil. Div. Northwest, Oct. 28, 1870.

OFFICIAL ADDRESSES.

- To the **SPEAKER**
of the House of Representatives,
Washington.
- To the **PRESIDENT**
of the Senate,
Washington.
- To the **CHAIRMAN,**
Committee on Military Affairs,
United States Senate.
- To the **CHAIRMAN,**
Joint Select Committee on Ordnance,
Washington
- To the **CLERK**
of the House of Representatives,
Washington.
- To the **PRESIDENT**
of the United States.
- To the Honorable
THE SECRETARY OF THE TREASURY.
- To the Honorable
THE ATTORNEY GENERAL.
- To the **SECOND COMPTROLLER**
of the Treasury.
- To the **COMMISSIONER**
of the General Land Office.
- To the
COMMISSIONER OF PENSIONS.
- To the **CHIEF OF THE BUREAU**
of Yards and Docks,
Navy Department.
- To the **CHIEF of the**
Bureau of Navigation.
Navy Department.

- To the PAYMASTER GENERAL
of the Army.
- To the COMMISSARY GENERAL
of Subsistence.
- To the CLERK OF THE
Supreme Court of the District of Columbia,
Washington.
- To the ASSISTANT ATTORNEY GENERAL,
United States Court of Claims,
Washington.
- To the GOVERNOR
of the State of Nevada,
Carson City.
- To the SECRETARY OF STATE,
State of New Jersey,
Trenton.
- To the SUPERINTENDENT OF PUBLIC INSTRUCTION,
State of Illinois,
Springfield.
- To the CLERK OF THE DISTRICT COURT,
Fourth Judicial District, State of Texas,
San Antonio.
- To the SURROGATE OF THE COUNTY OF KINGS,
Brooklyn, New York.
- To the MAYOR of the
City of Louisville.
- To the TREASURER of the
Board of Public Works,
Cincinnati.
- To the SECRETARY
of the Atlantic Woolen Mills,
Westerly, Rhode Island.
- To the PRESIDENT
of the Interoceanic Steamship Co.,
Wilmington, North Carolina.

- To the JUDGE ADVOCATE,
General Court-Martial,
Fort Hamilton, New York.
- To the RECORDER of the
Board on Tactics, Small Arms and Equipments,
Rock Island, Illinois.
- To the COLLECTOR OF CUSTOMS,
Port of Philadelphia,
Pennsylvania.
- To the UNITED STATES ATTORNEY,
Northern District of New York,
Buffalo.
- To the COMMANDANT,
United States Navy Yard,
New London, Connecticut.
- To the COMMANDING OFFICER,
Post of Fort Greenleaf,
Florida.
- To the DEPOT QUARTERMASTER,
Fort Harker, Kansas.
- To the POST COMMISSARY,
Jefferson Barracks, Missouri.
- To the ASSISTANT ADJUTANT GENERAL,
Headquarters, Department of the West,
Fort Leavenworth, Kansas.
- To the CHIEF COMMISSARY OF SUBSISTENCE,
District of the Plains,
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- To the COMMANDING OFFICER,
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War Department.

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<i>Guerillas</i>	Status of, as compared in various ways with organized forces—1870: 162, 431—1871: 123, 309.
<i>Graves</i>	(See "Cemeteries.")

**MONEY AND PROPERTY ACCOUNTS, RETURNS, AND
CORRESPONDENCE.**

LETTERS RECEIVED.—ACCOUNTS AND RETURNS.

Date of receipt and file number.	Name of writer.	Date and subject of letter.	Action.
August 18..... (176)	War Department.....	<p>AUGUST 17, 1870.</p> <p>Refers copy of opinion of Attorney General concerning effects of recent law upon unpended balances of former appropriations.</p> <p>FORT BUXTON, DAK., August 31, 1870.</p>	<p>Returned to Secretary of War Aug. 20, (L. B., p. 314;) received back Aug. 24; circular to division, department, and depot quartermasters Aug. 25, (L. B., 379.)</p>
September 11... (177)	Truman, Geo. H., 1st Lieutenant, 49th Infantry.	<p>Desires to know amount of suspension on his accounts, and to whom he shall pay a sum sufficient to admit of their settlement.</p>	<p>Third Auditor, Sept. 14, (L. B., p. 486;) returned Sept. 15; returned to writer Sept. 23, (L. B., p. 499.) Filed with 27 of 1870.</p>
October 25..... (178)	Auditor, Third.....	<p>OCTOBER 24, 1870.</p> <p>Recommends certain modifications of the property return, and incloses new form proposed by Captain Thomas Johnson, A. Q. M.</p>	<p>Referred to depot quartermasters N. Y., Phil'a, and Pittsburgh, Oct. 30, for remark; received back Nov. 27; returned to Third Auditor Nov. 28, (L. B., p. 382;) received back Dec. 3; Secretary of War, recommended, Dec. 5. See G. O. 153 of 1870.</p>

Remarks on the record books of money and property accounts, and of correspondence relating to accounts and returns.

Book 1 is designed to keep a correct account of all moneys coming into the treasury to the credit of the Bureau, either from regular appropriations or miscellaneous sources, and of all moneys drawn from the treasury by requisition. An account should be kept with each head of appropriation. A balance struck at any time will show how much is yet in the treasury subject to draft. An addition of the balances in the treasury to the balances in possession of disbursing officers at date of last weekly report will show, with sufficient practical correctness, the financial resources of the Bureau at any time of the year. Miscellaneous receipts, which revert into the treasury and are not subject to draft, should not be entered on this ledger, or if entered for any reason, should be offset by an entry in the opposing column, so as to balance the account.

Book 2 is designed to exhibit a statement of the estimates of the disbursing officers of the Bureau, together with the amounts allowed them. These estimates need not be recorded in any other book.

Book 3 is designed to keep an account of the receipt of the stated reports and returns from the officers responsible for public money or property, and of the disposition of such as are sent out from the Bureau; also to show if any particular returns have not been received in proper season, or if any particular officers have failed to render their returns.

Book 4 is designed to keep an open debit and credit account with every officer receiving, responsible for, or expending public moneys. On one side the United States is to be credited with all sums coming into the possession of the disbursing officer from every source, as well as with all expenditures made by him that are, for the time being, suspended or disallowed; on the other side, the United States is to be debited with all moneys spent by him for whatever purpose, and with all suspensions or disallowances against him, when subsequently removed by refundment or explanation. The account may be balanced or closed at any time. Transfers of money between disbursing officers and others accountable for money or property should be entered singly, so that the entry in one officer's accounts may be checked when the funds are accounted for or reported by the other.

Book 5 is designed to separate the various expenditures of the disbursing officers, so as to show at any time what sums spent by them are chargeable to any designated head of appropriation; what has been spent for purposes not pertaining to the Bureau, and what expenditures,

not yet approved, cannot, for the time being, be assigned to any particular appropriation.

Book 6 is designed to show the actual expenditures for the several distinct purposes of the Bureau during the fiscal year. It is an auxiliary to *Book 5*.

Book 7 is designed to keep an accurate account with other Bureaus and appropriations for which moneys have been expended that ought to be refunded.

Book 8 is designed to exhibit the sums received from sales of public property, and their distribution or disposition.

Book 9 is designed to keep an account of the weekly balances of funds in possession of disbursing officers.

In connection with the foregoing books, a book of letters received and of letters sent should be kept for the miscellaneous correspondence relating to money and property accountability in general or particular cases.

When a "request" for a remittance to a disbursing officer has been made, a statement thereof should be entered against the appropriation concerned in *Book 1* and against the officer concerned in *Book 4*. When notice has been received that the remittance has left the treasury, a check-mark should be placed against the two entries. When the disbursing officer takes up the amount on his money account, the check-marks should be crossed.

When a disbursing officer reports on his money account a transfer of funds to another officer, an entry of the same should be made in *Book 4* on the account of each officer, giving the first officer credit for the amount and charging it to the receiving officer. When the latter officer takes up the amount, a check-mark should be placed against both entries.

When a disbursing officer acknowledges on his account the receipt of money from another officer, it should be entered as a credit on the account of the latter in *Book 4*, and as a charge on the account of the former. When the transferring officer subsequently reports the transfer, a check-mark should be placed against each entry.

When an officer makes report of a sale, and does not inclose a draft for the proceeds, the amount should be charged on his account in *Book 4*. If he afterward forward the proceeds, the charge on his personal account should be offset by an entry on the opposing side, and a check-mark placed against the several entries in *Books 4* and *8*. If he take up the proceeds on his next account-current, the check-marks should be made in the same manner.

This check system should be used in every recorded transaction affecting or relating to the responsibility for public money or property, and the foregoing illustrations will, it is thought, sufficiently indicate its utility and mode of operation to officials familiar with the subject of money and property accountability.

Whenever it appears that the public money has been received or expended by any officer with whom no account exists, his name and the particulars will at once be entered in Book 4, the absence of a check-mark being evidence that he has not yet accounted for the money, and its presence being an assurance that his account for it has been rendered. In like manner the name of an officer not previously accountable for public property will be entered in Book 3, with a check-mark under the name of the month in which a return should be rendered, and in the column assigned to the particular form of return required. Upon receipt of any particular return, the check-mark can be crossed. An illustration is given of one month only, but the books should be ruled for the twelve months of the year. When returns are rendered at longer intervals than one month, places should be ruled for them under the month in which they are due.

No.

The TREASURY DEPARTMENT in account

Date.	From what source received, or to whom remitted.	On what account.	Total.			
			Dr.		Cr.	
			Dolls.	Cts.	Dolls.	Cts.
July 20	War Warrant No. 8. . . .	App'n for 1870-'71 . .	12,000,000	00		
21	Col. W. Roberts, A. Q. M. Gen.	Estimate of funds . . .			245,765	00
21	Lieut. J. Rankenfile, 8th Inf., A. A. Q. M.	Sales of property . . .	168	00		
22	Capt. F. Taylor, A. Q. M.	Estimate of funds . . .			87,190	47
23	Capt. John Schell, 2d Cav.	Property lost	12	00		
23	Wm. Johnston, on treas. sett. No. 2367.	Claim for forage				38 00
25	Capt. M. Ball, 3d Inf., A. A. Q. M.	Estimate of funds . . .			4,728	13
27	Treasury settlement, No. 3416.	Medical Dep't	219	45		

1.

with the QUARTERMASTER'S DEPARTMENT.

Regular supplies.				Incidental expenses.				Cavalry and artillery horses.				&c.			
Dr.		Cr.		Dr.		Cr.		Dr.		Cr.		Dr.		Cr.	
Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.
4,500,000	00	143,260	00	1,000,000	00	45,400	00	800,000	00	10,000	00
93	00	75	00
.....	38,640	00	21,475	00	7,500	00
12	00
.....	38	00
.....	2,000	00	183	00	1,800	00
219	45

No. 2.

REGISTER OF ESTIMATES OF FUNDS.

When received.	By whom made.	For what month required.	Amount of estimate.		Amount allowed.		Requisition applied for.
			Dolla.	Cts.	Dolla.	Cts.	
July 25....	Capt. F. Taylor, A. Q. M.	February....	75,860	42	68,225	00	January 26, 1870
July 27....	Major Chas. Davis, C. S.	February....	42,500	00	42,500	00	January 28, 1870
July 27....	Lieut. Col. G. Tourniquet, Med. Purveyor....	February....	3,842	00	3,500	00	January 28, 1870
July 28....	Capt. Frank Schell, O. S. K.	February....	5,418	66	3,418	66	January 30, 1870
July 28....	Thos. J. Hunter, disbursing clerk.....	February....	10,800	00	10,800	00	January 29, 1870

No. 3.

REGISTER OF MONEY AND PROPERTY RETURNS RECEIVED.

JANUARY.													
File No	From whom received.	Account current.				Property return.							
		Summary statement.	Report of persons.	Roll of enlisted men.	Report of stores, &c.	When received.	When sent to Treasury.	Vol.	Remarks recorded.	When received.	When sent to Treasury.	Vol.	Remarks recorded.
1534	Capt. F. Taylor, A. Q. M.	✓	✓	✓	✓	Feb. 14	M'ch 11	8	247	Feb. 18	Feb. 20
1535	Lieut. G. Schneider, 9th Inf'y	✓	✓	✓	✓	Feb. 5	Feb. 20	9	37	Feb. 4	Feb. 5
1536	Col. W. Roberts, A. Q. M. G.	✓	✓	✓	✓	M'ch 10	Ap'l 17	8	14	Feb. 28	M'ch 29
1537	Major Charles Snow, Q. M.	✓	✓	✓	✓	Feb. 15	M'ch 1	8	98

No. 4.

CAPTAIN FRANCIS TAYLOR, A. Q. M., IN ACCOUNT WITH THE UNITED STATES.

Date.	Analysis Book.		Debtor.	Amount.		Date.	Analysis Book.		Creditor.	Amount.	
	No.	Page.		Dolls.	Cts.		No.	Page.		Dolls.	Cts.
July 1			To balance due on last settlement	\$24,270	71	July 31			By amount of expenditures during the month	\$92,276	21
22			To treasury draft No. 1847	87,190	47	8			By transfers to Lieut. W. S. Jones, 2d Artillery, A. A. Q. M.	2,314	09
23	4	75	To transfer from Captain J. W. Smith, A. Q. M.	4,500	00	11			By transfers to Lieutenant H. Wood, 3d Cavalry, A. A. Q. M.	937	48
25			To suspensions on money account for May, 1870	521	74		5	70	By removal of suspensions from money accounts for May, 1870	521	74
	5	38	To payment by Lieutenant Thomas Jenkins, 9th Infantry, to settle property accounts	9	42	25			By certificate of deposit No. 783, Fourth National Bank, Cairo, Illinois	165	00
			To suspensions on money accounts for June, 1870	334	18						

No. 5.
ANALYSIS BOOK.

Account current.		Disbursing officer.																		
Mo.	Abr.	Vol.	Total expen- ditures.		Fuel.		Forage.		Straw.		Stationery.	Incidental ex- penses.		Cavalry and artillery horses.	Army trans- portation.	Barracks and quarters.	Clothing and equipage.	National ceme- teries.	Medical De- partment.	Ordnance De- partment.
			\$	c.	\$	c.	\$	c.	\$	c.	\$	c.	\$	c.	\$	c.	\$	c.	\$	c.
May	A 1		651	00									56	00		95	00			
May	A 2		72	00			72	00												
May	A 3		103	16														168	16	
May	A 4		38	29							38	29								
May	A 5		214	93		76	18	39	46	99	29									
May	B 1		47	12								47	12							
May	B 2		96	38											96	38				
May	B 3		42	19											13	16	29	03		
May	B 5		863	50								863	50							
May	B 6		2	50												2	50			
May	B 7		9	14														9	14	
May	C 1		8	14																
May	C 2		9	75																
May	C 3		24	17																
			2187	27		76	18	111	46	99	29	38	29		966	62		117	30	17
May	A 4		5	00		38	00													
May	B 4		75	00									75	00						
May	B 6		36	41											36	41				
May	B 8		275	08												275	08			
May	C 2		97	25									24	00		18	00	19	25	
			521	74		38	00						99	00		54	41	19	25	
			Suspended.																	

No. 6.
STATEMENT OF APPROVED DISBURSEMENTS FROM THE APPROPRIATIONS FOR 1870-71.

Analysis Book.	No.	Page.	Month.	By whom disbursed.	Total amount.		Regular supplies.		Incidental expenses.		Cav'y and artillery horses.		Bar racks and quarters.		Army transp n.		&c.
					Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	
1	1		July, '70	Col. H. T. Waters, A. Q. M. G.	1,453	09	251	06	142	15	600	00	56	27	379	11	
1	2		" " '70	Maj. C. D. Snow, Q. M.	2,714	38	836	40	471	98			716	33	699	67	
			" 22, '70	Regulation on treas. sett. No. 7821.....	864	00	478	00							386	00	

No. 7.

The MEDICAL DEPARTMENT in account with the QUARTERMASTER'S DEPARTMENT.

CR.

DR.

In what month paid.	Analysis Book.		Expenditures.	Amount.		Date.	Refundments.		Amount.	
	No.	Page.		Dolls.	Cts.				Dolls.	Cts.
Aug.	1	42	Capt. Francis Taylor, A. Q. M.	17	89	Sept. 14	By treasury settlement No. 2946 . . .		17	89
Sept.	2	18	Lt. G. Schneider, 9th Inf., A. A. Q. M. . . .	48	65	Oct. 1	" " " 3320 . . .		287	99
July.	1	4	Capt. M. Ball, 3d Inf., A. A. Q. M.	287	29	8	" " " 3147 . . .		48	65
Aug.	1	78	Major Chas. Snow, Q. M.	8	53					
	1	57	Lieut. Timothy Dexter, 4th Art., A. Q. M.	92	33					

8.

OF PUBLIC PROPERTY.

Distribution of proceeds recommended.													Certificate of deposit.			
Incidental expenses.		Cavalry and artillery horses.		Barracks and quarters.		Army transportation.				Clothing and equipage.				Turned into Treasury.	When received.	When sent to War Department.
\$	c.	\$	c.	\$	c.	Draught animals.		Other means of transportation.		Clothing.		Equipage.				
						\$	c.	\$	c.	\$	c.	\$	c.			
...	...	60	00	35	00	16	00	14	00	...	Aug. 10	Aug. 15
9	26	87	21	82	00	21	00	8	10	...	Aug. 30	Sept. 3

No. 9.

STATEMENT OF PUBLIC FUNDS IN POSSESSION OF OFFICERS OF THE QUARTERMASTERS
DEPARTMENT FOR THE WEEK ENDING JULY 23, 1870.

Report received.	Name of officer.	Station.	Amount on hand.		Where deposited.
			Dolls.	Cts.	
1870 Aug. 1	Col. George Gordon, A. Q. M. G.	San Francisco, Cal.	321,468	19	Sub-treasury, San Francisco, \$321,425.08; office safe, \$47.11.
3	Lt. Col. Dwight Failey, D. Q. M. G. ...	Austin, Texas	86,524	06	Sub-treasury, N. O., \$51,216.93; 1st Nat. Bk., Austin, \$35,307.13.
25	Major Robert Roe, Q. M.	Portland, Oregon ..	27,191	38	Sub-treasury, San Francisco, \$8,000.00; 2d Nat. Bk., Portland, \$19,191.38.

Gaylord Bros.

STATEMENT OF P

Report
received

Gaylord Bros.
Makers

YC 6

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